

## **Job Entry Requirements**

### **Qualifications**

- At least four (4) O-level passes including Maltese and English (MQF level 3 Sec Grades 1-5); and
- One (1) relevant A-level (MQF level 4).

### **Knowledge**

- Microsoft applications.

### **Personal Skills**

- Interpersonal skills;
- Assertive skills;
- Communication skills;
- Methodological skills.

### **Attributes**

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player;

### **Organisational Skills**

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Negotiation.



**Daniel Cilia**  
**Director**  
**Corporate Services**